

Effective Public Speaking

INTRODUCTION TO COURSE

I. The Importance of Effective Public Speaking *Why is this course important?*

A. The Majority of Public Addresses are _____.

"I think things had better not be said at all, than said weakly." —Jean Francois Millet

- 1.
- 2.

B. Speaking in Public is the most _____ of all arts.

"Nothing more rare among men than a perfect orator." —Cicero

1. Its Value

Because it is so valuable you have to dig just as you would to get a diamond. (Diamonds do not grow hanging on the limbs of trees.)

2. Its Variables

CICERO'S REQUISITES FOR A PUBLIC SPEAKER

Logician's _____
Philosopher's _____

Lawyer's _____
Tragedian's _____

Poet's _____

Actor's _____

C. _____ is the mightiest force in the world. Hebrews 1:3; James 3:5

1. _____ the universe into existence. 2 Peter 3:5
2. _____ lies in talk. An idea is never really your own until you impart it to another person.
3. _____
4. Talk has made the _____.

ENGLISH III

PUBLIC SPEAKING FOR MINISTRY

Effective
Speaking, 2

5. A word is _____.

6. **Assignment** to write about 4 favorite speakers.

D. The Place of _____ that oratory has taken.

1. In Business
2. In Pastoring
3. In Evangelism
4. In Politics
5. In Entertainments

E. The extraordinary _____ of great masters on the platform.

- 1.
- 2.

F. Every Speech is a _____ between speaker and audience.

G. To uphold a good _____ of the ministry.

H. It will make the student a _____ person.

II. The Elements of Effective Public Speaking

A. A true communicator aims not at eloquence, but effectiveness.

“ _____”

B. Communication is effective when the listener understands the message.

C. It is _____ and not just _____.

Class Purpose:

*To Develop _____ and not Merely
Performers*

D. A good public speaker must be first a good _____.

E. The “ _____” Factor

ENGLISH III

PUBLIC SPEAKING FOR MINISTRY

Effective
Speaking, 3

1. Audiences Reward
2. Speaker's Reward

F. It must be _____ enough that people will choose to listen.

1. People can be made to attend, but cannot be made to listen. It is the speaker's job to get them to choose to listen.
2. Most People are egocentric. They pay closest attention to the things that affect them, their own personal beliefs and values.

"Let the trumpet which sounds for the Lord arrest all who hear by its _____ and _____, and let it never give forth an _____ tone."—John Calvin

G. The effective speaker will observe the effectiveness of his own techniques during _____. *The work of a speaker's art is a lifelong study. In every speech he makes discoveries.*

H. Study does not make you _____, but the manner of delivery is as important to a speaker as it is to a baseball pitcher.

*"Genius is born; _____
"Even after the best speech, the effect is hardly
_____ of the effort expended."
"You learn to express yourself by _____; to feel by _____; to
think by _____."*

III. The Place of Effective Public Speaking

A. There are _____ opportunities for speaking in public.

- 1.
2. Speaking effectively is a matter of _____ (Preaching, teaching, witnessing, personal evangelism, testifying, praying, song introduction, song leader, introductions, memorials.)

B. A place of _____ consequence.
Language was spoken before it was written.